

# Name Changes

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**Purpose**

To provide guidance on processing a change in name.

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**Definition**

A name change can occur due to marriage, divorce, or a legal action.

**Employee**

Step	Action
1	Employee can request by: <ul style="list-style-type: none"><li>• Input to HR Connect</li><li>• E-mail to ARC Processing Operations Branch contact</li><li>• Mailing or faxing a written request.<ul style="list-style-type: none"><li>○ Fax to ARC Processing Operations Branch at (304) 480-8282</li><li>○ Mail directly to: Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street, Avery 2A Parkersburg, WV 26106</li></ul></li></ul>
2	With any method, a copy of a Social Security card reflecting the new name should be faxed to (304) 480-8282. If the new Social Security card has not been received, a copy of the receipt for the application from the Social Security Office may be faxed instead.
3	Provide the ARC Processing Operations Branch with an updated residence address and any changes in savings bonds and taxes if applicable. (See Change to Withholdings.)
4	Contact the ARC Benefits Branch to make any necessary changes to beneficiary forms and benefits enrollments.

**ARC HR Processing**

Step	Action
5	Reviews employee request to: <ul style="list-style-type: none"><li>• Ensure that all supporting documentation has been received.</li><li>• Contact the employee by phone to request any missing information.</li></ul>
6	Updates personnel records: <ul style="list-style-type: none"><li>• Makes the name change effective the beginning of the pay period following the receipt of complete documentation.</li><li>• Sends an e-mail message to the appropriate agency contacts informing them of the name change and effective date.</li><li>• Updates labels on:<ul style="list-style-type: none"><li>○ Official Personnel Folder</li><li>○ Employee Performance Folder</li><li>○ Payroll folder</li><li>○ Charge out cards.</li></ul></li><li>• Completes the cross reference cards for the name change box</li></ul>
7	Updates systems: <ul style="list-style-type: none"><li>• Inputs or releases the action through HR Connect.</li><li>• Checks NFC to verify the action applied to the database.</li></ul>
8	Receives and processes the SF-50 Notification of Personnel Action: <ul style="list-style-type: none"><li>• Files the SF-50 in chronological date order on right hand side of OPF.</li><li>• Files Form AD-658P on the left hand side of the OPF.</li><li>• Mails copies 1 &amp; 3 to agency point of contact</li></ul>

**For more  
information from  
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